

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

DEPUTY ATTORNEY GENERAL Telephone Privacy Enforcement

The Deputy Attorney General in the Telephone Privacy Enforcement section is responsible for handling telephone privacy complaints through both negotiation and litigation. This position reports to the Section Chief of Telephone Privacy enforcement. Duties include:

- Contact respondents to obtain responses to complaints. Maintain enforcement files, keep track of due dates.
- Negotiate settlements and prepare cases for litigation.
- Draft pleadings, settlement papers and various other legal documents. File documents with the Courts.
- Research various issues of law. Develop and maintain expertise in laws, rules and cases affecting telephone privacy, unwanted faxes, spam and other related topics.
- Provide staff support for office legislative and policy initiatives, including research, analysis and drafting.
- Other duties as assigned by the Section Chief.

All eligible candidates for this position will make a three-year verbal commitment to the Office of the Attorney General.

REQUIREMENTS:

Must be licensed to practice law in the State of Indiana.